

DOCUMENT DIVISION, OCR

5 September 1962

MEMORANDUM FOR: All Employees

**SUBJECT : Procedural Objectives for Document Division
Processing System**

1. The Document Division is the receipt point in CIA for intelligence documents. It has two main functions: dissemination and indexing. Copies of documents are disseminated to interested offices (also other agencies for CIA documents) according to their requirements; and, in conjunction with Machine Division and the CIA Library, a reference and retrieval service is operated which provides copies of documents upon specific request or references to selected documents which contain information on specified subjects and areas.

2. It is our responsibility to get the copies of documents to the user offices as quickly as possible and to do our part in making references to selected documents available on a current basis in the Intellofax index and in the Intelligence Publications Index.

3. Our goal is to disseminate all documents and make available in the CIA Library copies of such documents for reference service within 1 to 2 work days after receipt; and to index as appropriate such documents into the Intellofax System so references are available 5 work days after receipt.

4. With the above in mind, the following procedural objectives are desired:

- a) Record all receipts at head of the line to assure uniform recording and to eliminate logging and record keeping at the several different processing stages. A "Chit" system will provide a control clerk with the necessary data to maintain all required statistical and production records.
- b) Direct and control at the head of the line, the processing of several categories of documents so as to assure the most direct channel is used for completing the required processing. There are different processing steps required for standard distribution items, direct and pattern type dissemination documents, single copy and poor copy items, information reports, publications, etc.

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GROUP I
Excluded from automatic
downgrading and declassification

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b. Cont'd.

- c) Separate the processing operations required for indexing from the dissemination operations under the theory that any operation prior to distribution slows down the process.
- d) Separate out a copy of each document at the head of the line where practical and pass direct to Analysis Branch for Intellofax indexing operation.
- e) Documents at the receipt point should be grouped in bundles according to the date received so that processing will be accomplished in the proper order. These bundles may well serve as the "control groups" during the subsequent processing steps in the system.
- f) Constant effort should be made to identify groups or categories of documents which can be processed more efficiently on a direct, pattern, or standard basis. On the other hand any exceptions to the "category" processing should be eliminated when possible.

5. I appreciate the loyal cooperation, conscientious work, and good judgment which you all have given to the Document Division in the past. I know that you will continue your part in carrying out our responsibilities and meeting our objectives.

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Chief, Document Division

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